



COMMONWEALTH OF KENTUCKY
STATE BOARD OF PSYCHOLOGY

BOX 1360
FRANKFORT, KENTUCKY 40602
(502) 564-3298
<http://psycho.state.ky.us>

**INFORMATION FOR APPLICANTS FOR LICENSURE AS A
PSYCHOLOGICAL ASSOCIATE**

Enclosed are the application materials for licensure to practice psychology as a Psychological Associate in Kentucky under the provisions of KRS 319. A copy of the law and other instructions are also enclosed.

Successful applicants for licensure as a Psychological Associate to practice under the supervision of a licensed psychologist must hold a masters degree in psychology, show evidence of having met specific curriculum requirements and the required supervised experience, and pass the required objective examination.

PROCEDURE:

An application, with appropriate fees and supplements listed below, must be submitted for Board review. The Credentials Review Committee will not review incomplete applications. A complete application will consist of the following:

1. A completed and signed application (applicants should declare a specialty area for their certification).
2. A completed Curriculum Guidelines for Licensure as a Psychological Associate form (with any necessary documentation).
3. The fee in the amount of \$100.00 made payable to the "Kentucky State Treasurer" for review of the application. The \$100.00 fee for the review of application materials is not refundable.
4. Three (3) letters of recommendation, one (1) of which must be from the degree-granting educational program, one (1) of which must be from the supervisor of the required supervised experience (practicum, internship, field experience), and one (1) from a person qualified to evaluate the applicant's ability in the specialty area. Two (2) of these letters must be from doctoral-level psychologists. In the event that the applicant has completed their educational experiences ten (10) or more years before submitting their application for licensure as a Psychological Associate, letters from psychologists who are qualified to evaluate their present ability in the declared specialty area are required.
5. Official transcripts (with the official seal of the Registrar), for all degrees and coursework, both graduate and undergraduate, supporting the application. In the event that the applicant's master's degree is not shown the official transcript, a letter from the Registrar of the granting educational institution, which specifies that all requirements for the degree have been met and the date for the awarding of the degree, will be acceptable for the application process. Letters from department heads, directors of training, deans of graduate schools, etc. are not acceptable to meet this requirement. Receipt of an official transcript showing the awarding of the degree is required before the issuance of the final licensure as a Psychological Associate.

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6. If temporary licensure to practice as a Psychological Associate under the supervision of a licensed psychologist is desired, a letter must be received from the applicant requesting same, and approval of the supervisor. This letter must be co-signed by the supervisor, or accompanied by a letter from the proposed supervisor also requesting approval of the supervisory arrangements.

IT IS THE APPLICANT'S RESPONSIBILITY TO MAKE CERTAIN THAT ALL APPLICATION MATERIALS HAVE BEEN RECEIVED BY THE BOARD OFFICE.

